

## Eastern Shawnee Scholarship Guidelines Effective for Fall 2011-Summer 2012

Funding for education is a tremendous benefit that the Tribe provides for its members. Each tribal member receiving benefits has a responsibility to review the guidelines and use the scholarship funds wisely. Students are responsible for submitting all required documents. Prior to approving a scholarship the education department must receive the following:

- 1.) Completed 2011-2012 application – for each term you attend.
- 2.) Degree plan signed by your advisor – Please submit each Fall. General studies is only acceptable for the first 60 credit hours.  
It is important for you to only take courses listed on your degree plan if you expect payment for the classes.
- 3.) Conditional/Unconditional Acceptance Letter for Masters/Doctorate
- 4.) Grades for previous semester or high school transcript - which ever was last attended
- 5.) Official billing - Listing of charges; also copy of financial aid report/results must be submitted
- 6.) Copy of Enrollment (List of Classes/Credit Hours) or Outline of Training Schedule

All documents must be written in English, and billed in US currency. Any documents submitted in the form of a Microsoft Word document by method of copy/paste will not be accepted. Grades, schedule and billing must contain the student and school's information.

If the student receives a tribal scholarship award in excess of the amount not covered by other funding sources, the remainder of the scholarship will be paid directly to the student, up to the maximum allowed per semester. **Exception:** Reimbursements for charges paid by unsubsidized or parent loans will only be reimbursed up to 50% of amount paid by these loans.

Educational Program	Credit Hours	Scholarship Limits
Non-Credit Classes/Workshops	n/a	\$1,000 maximum per year
Vocational	n/a	Case by case basis-determined by the Education Director
Undergraduate	1-11 hrs.	\$330 per hour
	12 hrs.	\$4,000 per semester
	13 hrs.	\$4,165 per semester
	14 hrs.	\$4,330 per semester
	15 + hrs.	\$4,500 per semester
Masters		\$460 per credit hour; \$5,500 maximum per term with unconditional acceptance Paid at undergraduate rates with conditional acceptance*
Doctoral		\$800 per credit hour; \$8,000 maximum per term

\*Once the student receives the unconditional acceptance, they will be reimbursed the difference between the rates.

### Scholarship funds may be used for the following at the undergraduate level and above:

<ul style="list-style-type: none"> <li>- tuition and university fees</li> <li>- test fees (except LSAT, MCAT, and other entrance exams)</li> <li>- required books</li> <li>- supplies (\$50 per 3 credit hrs.)</li> <li>- room &amp; board (if billed through the university)</li> <li>- transportation expenses(\$50 per credit hour with a maximum of \$600 per term.)</li> </ul>	<ul style="list-style-type: none"> <li>- off-campus housing – May be considered for payment if no on-campus housing is available. There is a maximum of \$200 per month, \$1,000 per semester prorated upon the number of occupants in the housing. Fraternity/Sororities housing must have prior approval.</li> <li>- computer (purchased by the tribe and after tuition/fees are paid for, student must sign computer acceptance agreement, limit one per lifetime)</li> </ul>
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**Online Education** – Online degrees/courses from private schools (not state-accredited) will not be approved without review by the Education Department. Students are limited to 9 credit hours or 3 courses per semester. In addition, the schools testing process for final exams must be approved by the Education Department. Finals must be administered by one of the following: on-campus in class, proctored or at an approved testing facility. Supporting documentation, such as the course syllabus or letter by an administrator from the school stating the finals are taken one of the required ways, must be submitted in order to be awarded funding. Some on-line courses for graduate and doctoral levels may be approved if a final is not given due to how these programs are designed. Please do not enroll in on-line courses unless you have a definite means to start and complete them. If you request a computer to be purchased for you, please remember computers are purchased after tuition, fees, books and supplies are taken care of. Depending on your final drop date, a computer is usually purchased after classes have already started.

**Expectations** – The Tribe expects students to achieve a minimum GPA of 2.0. If students earn below a 2.0 GPA, they will be placed on probation. A second term of less than a 2.0 GPA causes the student to be suspended from receiving scholarship funds until completing equal credit hours on their own with a GPA above 2.0.

**Drops/Withdrawals** – If you drop or withdraw from a course, please contact the education department immediately. Funds for classes that are dropped after the final drop date will be withheld from future funding.

**Non-Credit Classes/Workshops** – These must be approved by the Education Committee. It is important that the school/vendor be accredited properly.

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**Off-Campus Housing** – This benefit will be paid by reimbursement to the student. Please submit receipts from your landlord/housing manager along with current leasing agreement to receive reimbursement.

**License/Certificate Renewal** – Scholarship funds are not available for this purpose.

**Summer Classes** – If you plan on attending Summer please be advised there is a possibility you will have to show documentation from your advisor/program director stating it is required to take those courses during that semester, i.e. the courses are not offered during Fall or Spring, program requires you attend to stay on track with the degree plan (vocational, masters), etc. Please check with the Education Department prior to enrolling to find out if Summer is on a required/pre-approved basis.

**Vocational** – Approved on a case-by-case basis by the Education Director. No funding will be allowed for a 2<sup>nd</sup> vocational training program for at least three years after the completion of the 1<sup>st</sup> program.

**Doctoral Degrees** – Approved degrees are Medical Doctor, Law, Education, Business or other health careers. Students must be unconditionally accepted to receive doctorate rate.

**For-Profit Institutions** – These institutions will not be awarded funding, unless approved by the Education Director. Vatterott College, Pratt College, Tulsa Welding School, Kaplan University and University of Phoenix have already been reviewed and will not receive funding.

**Dual-Enrolled High School Students/Students Seeking GED by Means of College Courses** – Funding will only be approved for core classes, i.e. Math, Composition, History, Psychology, Science. Electives will not be funded.

**Emergency Funding** – Students may receive emergency funding for specified purposes. Emergency funding for specific purposes will be determined by the Education Director.

**2<sup>nd</sup> Bachelors** – Education funding is not available for a 2<sup>nd</sup> bachelors if the Tribe has helped with the first bachelors. Some additional courses may be taken related to the first degree if limit of funding has not been reached.

**Grade Incentives** – The Education Department will determine the weight of a credit hour based on the majority of accredited schools. Vocational programs and short-term classes that are only five weeks in length for 4 or 5 credit hours will not qualify for grade incentives. PE/Music type classes in excess of degree requirements will not be counted as “solid” credit hours. For 15 solid credit hours at an A (4.0) or B (3.0-3.9) average, the student will receive \$1,000 or \$500 respectively, if enrolled in at least four courses. For 12 credit hours at an A (4.0) or B (3.0-3.9) average, the student will receive \$500 or \$250 respectively, if enrolled in at least four courses. Please send your grades to receive this incentive.

**Graduation Award** – Students that graduate with a Bachelor's, Master's, or Doctorate will earn a graduation award of \$1000. Students that graduate from a two-year community college, with an associates, may receive \$500, but if they continue their education and graduate with a Bachelor's, they may receive \$500 at that time. Please send a copy of your diploma to receive this award.

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**\*\*There is a life-time maximum amount of \$36,000 to receive your bachelors. All non-credit classes/workshops, vocational and undergraduate work will be factored into this amount \*\***

**Important:** Due to budget restraints the following guideline changes are being made.

1. Scholarship applications to begin a Masters Degree Program in the coming fiscal year after just completing a Tribally funded bachelors Degree will not be approved by the Education Department.
2. Applications for a Doctorate Program will also not be approved if applicant has just completed a Tribally funded Masters Degree. Persons already in a Masters or Doctorate or Law Degree are not affected.
3. Submitting false or misleading information may cause ESTO scholarship to be suspended indefinitely.
4. Accepting scholarship paid directly by another Tribe or administered by another Tribe may cause ESTO scholarship to be suspended indefinitely.